

Ergo Coach Tools

Ergo Coach Responsibilities and Duties

1. Contact employee to book ergo adjustment, based on request from employee's supervisor
2. Conduct ergo adjustment using departmental ergo standards, guidelines and tools
 - Understand the ergo needs of the employee and their task/job
 - Identify and document hazards or concerns with existing workstation setup
 - Adjust existing workstation furniture and equipment during the visit
 - Educate employee on techniques and available tools to adjust existing furniture and equipment
3. Refer employees with symptoms of MSDs or specific physical limitations or barriers to the employee's supervisor for further consideration
4. Complete records and reports
 - Complete accurate record of observations and adjustments in accordance with reporting requirements
 - [Office Ergo Adjustment Checklist](#)
 - [Ergo Adjustment Tracking Tool](#)
 - Note observations or concerns, based on departmental standards, to address those hazards, gaps or limitations identified during the adjustment
 - Should not be focused on "purchasing equipment"
 - Should focus on injury prevention and good ergo practices
5. Report findings
 - Report ergo findings and concerns to employee and employee's supervisor
 - Supervisor and employee review and discuss observations or concerns
6. Evaluate the success of the changes by conducting a brief follow-up visit/telephone call
7. Communicate issues and concerns with your Regional OHS Advisor

